



# Board of Commissioners Agenda

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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August 12, 2025 - 9 a.m.

Council Chambers - Courthouse Room 300

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## ROLL CALL

## PLEDGE OF ALLEGIANCE

## LAND ACKNOWLEDGEMENT

1. **Agenda of August 12, 2025 is Presented for Approval** [2025-304](#)

Sponsors: County Manager's Office

Approve the agenda of August 12, 2025.

2. **Minutes from August 5, 2025 are Presented for Approval** [2025-305](#)

Sponsors: County Manager's Office

Approve August 5, 2025 Minutes.

## PROCLAMATION

3. **Proclamation: Sue Abderholden Proclamation** [2025-307](#)

Sponsors: Board of Commissioners

## ADMINISTRATIVE ITEMS

4. **Unclassified Limited Duration Grant Pool** [2025-296](#)

Sponsors: County Manager's Office, Human Resources

1. Approve 20 limited duration positions for use by the County Manager per business needs and funding is available.
2. Authorize the County Manager to allocate to county departments for grant funded opportunities that have limited duration.

5. **Salary Schedule and Grade for New Classified Positions - Internal Auditor and Internal Auditor Senior** [2025-293](#)

Sponsors: Human Resources

Approve the recommended salary of two new job classifications within the Compliance and Ethics Department in accordance with Minnesota Statutes 383A.282.

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<u>Job Classification</u>	<u>Schedule</u>	<u>Grade</u>	<u>Annual Salary Schedule</u>
Internal Auditor - Classified	102A	27	\$61,357 - \$92,035
Internal Auditor Senior - Classified	102A	35	\$71,779 - \$107,668

**COUNTY CONNECTIONS****OUTSIDE BOARD AND COMMITTEE REPORTS****BOARD CHAIR UPDATE****ADJOURNMENT**

Following County Board Meeting:

10:30 a.m. (est.) Board Workshop: Youth Justice Transformation: Centering Wellbeing, Prevention and Restoration Beyond Detention Reform

Courthouse Room 220, Large Conference Room

Public access via Zoom:

Webinar ID: 917 1823 8667 | Passcode: 173774 | Phone: 651-372-8299

12:00 p.m. (est.) Lunch and Learn: Recalibrated Strategic Priorities

Courthouse Room 220, Large Conference Room

1:30 p.m. Board Workshop: Restoring Futures Healing and Treatment Homes Violence Prevention Services For Justice-Involved Youth and Their Families

Courthouse Room 220, Large Conference Room

Public access via Zoom:

Webinar ID: 954 0086 3719 | Passcode: 865916 | Phone: 651-372-8299

Advance Notice:

Aug 19, 2025 County board meeting – Council Chambers

Aug 26, 2025 County board meeting – Council Chambers

Sept 02, 2025 County board meeting – Council Chambers

Sept 09, 2025 No county board meeting – Association of Minnesota Counties Fall Conference



# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2025-304

**Meeting Date:** 8/12/2025

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**Sponsor:** County Manager's Office

**Title**

Agenda of August 12, 2025 is Presented for Approval

**Recommendation**

Approve the agenda of August 12, 2025.

# Board of Commissioners

## Request for Board Action

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**Item Number:** 2025-305

**Meeting Date:** 8/12/2025

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**Sponsor:** County Manager's Office

**Title**

Minutes from August 5, 2025 are Presented for Approval

**Recommendation**

Approve August 5, 2025 Minutes.

**Attachments**

1. August 5, 2025 Minutes.

# Board of Commissioners Minutes

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**August 5, 2025 - 9 a.m.**

**Council Chambers - Courthouse Room 300**

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The Ramsey County Board of Commissioners met in regular session at 9:01 a.m. with the following members present: Jebens-Singh, McGuire, McMurtrey, Miller, Xiong and Chair Ortega. Commissioner Moran was absent. Also present were Ling Becker, County Manager, and Jada Lewis, Civil Division Director, Ramsey County Attorney's Office.

## **ROLL CALL**

Present: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong  
Excused: Moran

## **PLEDGE OF ALLEGIANCE**

## **LAND ACKNOWLEDGEMENT**

Presented by Commissioner McGuire.

1. Agenda of August 5, 2025 is Presented for Approval [2025-289](#)

Sponsors: County Manager's Office

Approve the agenda of August 5, 2025.

Motion by Miller, seconded by McGuire. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

2. Minutes from July 22, 2025 are Presented for Approval [2025-290](#)

Sponsors: County Manager's Office

Approve the July 22, 2025 Minutes.

Motion by Jebens-Singh, seconded by Xiong. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

## **PROCLAMATION**

3. Proclamation: Child Support Awareness Month [2025-288](#)

Sponsors: County Attorney's Office

Presented by Commissioner Xiong. Discussion can be found on archived video.

## **ADMINISTRATIVE ITEMS**

5. Watermain Easement with the City of Shoreview at the Ramsey County Lake [2025-287](#)

Owasso Residence

Sponsors: Property Management, Social Services

1. Approve the watermain easement and agreement with the City of Shoreview, 4600 Victoria Street North, Shoreview, MN 55126, for a permanent easement for a city water main at the Ramsey County Lake Owasso Residence property.
2. Authorize the Chair and Chief Clerk to execute the agreement.

Motion by McGuire, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

Resolution: B2025-147

6. Agreement with Saint Paul Capitals Hockey Association for Ice Rental [2025-220](#)

Sponsors: Parks & Recreation

1. Approve agreement with Saint Paul Capitals Hockey Association, PO Box 16382, Saint Paul, MN 55116 for:
  - a. Ice rental upon execution of the agreement through April 1, 2030, with an option to have one five-year renewal term through April 1, 2035, with rates established in by the County Board of Commissioners.
  - b. Capital payments totaling \$50,000 for facility improvements.
2. Authorize the Chair and the Chief Clerk to approve the agreement.
3. Authorize the County Manager to establish a project budget for facility improvement for Highland Arena.
4. Authorize the County Manager to approve other minor improvements to the interior or exterior of ice arenas as requested by the Saint Paul Capitals Youth Hockey Association at their sole financial responsibility.

Motion by McGuire, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

Resolution: B2025-148

7. Settlement Agreement in *Matthew Breen v. Ramsey County, et al.* (Court File No. 23-CV-03398-JRT-JDF) [2025-292](#)

Sponsors: Board of Commissioners

1. Approve the settlement agreement with Matthew Breen relating to Matthew Breen v. Ramsey County, et al., Court File No. 23-CV-03398 (JRT/JDF), totaling \$460,000.
2. Authorize the Chair and Chief Clerk to execute the settlement agreement.

Motion by McGuire, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

Resolution: B2025-149

8. Settlement Agreement in *Ching Vang v. Alex Grundhofer, et. al.* (Court File No. 0:24-CV-00397-NEB-ECW) [2025-294](#)

Sponsors: Board of Commissioners

1. Approve the settlement agreement with Ching Vang, Case No. 0:24-CV-00397 -NEB-ECW, totaling \$242,500.00.
2. Authorize the Chair and Chief Clerk to execute the settlement agreement.

Motion by McGuire, seconded by Jebens-Singh. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

Resolution: B2025-150

**4. Second Amendment to Lease Agreement with Suburban Square Partners LLP [2025-254](#)**  
for Women, Infants, and Children Clinic Leased Space

Sponsors: Property Management, Public Health

1. Approve the second amendment to the lease agreement with Suburban Square Partners, LLP, 7500 West 78th Street, Edina, MN 55439, for space at the Suburban Square Shopping Center, 1682 Suburban Avenue, Saint Paul, MN 55106, to extend the lease for the period of October 1, 2025 through September, 30, 2030, in accordance with the rates in the lease agreement, and with the option to renew for one additional five year term.
2. Authorize the Chair and Chief Clerk to execute the lease amendment.
3. Authorize the County Manager to execute amendments that do not have a financial impact.

Discussion can be found on archived video.

Motion by Xiong, seconded by McGuire. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

Resolution: B2025-151

**9. Declaration of Local State of Emergency Due to City of Saint Paul Digital [2025-302](#)**  
Security Incident

Sponsors: Emergency Management & Homeland Security

1. Under the authority given in Minnesota Statutes 12.29, declare Ramsey County to be in a Local State of Emergency effective July 29, 2025, due to the ongoing and expected response to the digital security incident in the city of Saint Paul.
2. Authorize the County Manager to declare that this Local State of Emergency will end at such time as the County Manager determines, acting on the advice of the Director of Emergency Management and Homeland Security, and subject matter experts. The County Manager must notify the Chair of the Ramsey County Board within 24 hours that it is determined that the State of Emergency is no longer warranted.
3. Authorize the County Manager and Director of Emergency Management and Homeland Security to coordinate such actions and request such state and/or federal assistance as needed to protect lives and public and private property in Ramsey County and the recovery of the county to the extent practicable and allowed by law, ordinance, and Charter.
4. Direct the Chief Clerk to give prompt and general publicity of the declaration and any termination of the Local State of Emergency and that it be filed promptly by the Chief Clerk.

Discussion can be found on archived video.

Motion by Ortega, seconded by McMurtrey. Motion passed.

Aye: Jebens-Singh, McGuire, McMurtrey, Miller, Ortega, and Xiong

Excused: Moran

Resolution: B2025-152

## COUNTY CONNECTIONS

Presented by County Manager, Ling Becker. Discussion can be found on archived video.

## **OUTSIDE BOARD AND COMMITTEE REPORTS**

Discussion can be found on archived video.

## **BOARD CHAIR UPDATE**

Presented by Chair Ortega. Discussion can be found on archived video.

## **ADJOURNMENT**

Chair Ortega declared the meeting adjourned at 10:21 a.m.



# Board of Commissioners

## Request for Board Action

15 West Kellogg Blvd.  
Saint Paul, MN 55102  
651-266-9200

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**Item Number:** 2025-307

**Meeting Date:** 8/12/2025

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**Sponsor:** Board of Commissioners

**Title**

Proclamation: Sue Abderholden Proclamation

**Attachments**

1. Proclamation

# Proclamation

WHEREAS, Sue Abderholden has served with extraordinary dedication and visionary leadership as Executive Director of the National Alliance for Mental Illness (NAMI) in Minnesota for 24 years, guiding the organization through more than two decades of growth, advocacy, and unwavering service to individuals and families impacted by mental illness, transforming the organization into a statewide powerhouse; and

WHEREAS, Her leadership has led to groundbreaking and compassionate policy changes, including requiring mental health training for educators, ending harmful school practices like seclusion and restraint, protecting children from being forced into child protection to access care, reforming civil commitment laws, expanding mobile crisis services, and limiting solitary confinement for people with mental illnesses in prisons; and

WHEREAS, Sue Abderholden's tireless advocacy has shaped policy across all sectors—education, health care, housing, criminal justice, and employment—resulting in stronger parity laws, increased access to culturally responsive services, expanded mental health benefits in public programs, and a more diverse and better-supported mental health workforce; and

WHEREAS, Sue has built lasting and inclusive partnerships with stakeholders from all corners of Minnesota—including individuals with mental illness, families, providers, educators, law enforcement, legislators, and public health leaders—cementing NAMI Minnesota's role as both a trusted resource and a catalyst for change; and

WHEREAS, Sue's legacy has been recognized with numerous awards and honors, including the Health Equity Award from the Minneapolis Health Department, the National Advocacy Leadership Award from the National Council for Behavioral Health, and the Distinguished Citizen Award from Macalester College, among many others—testaments to her profound impact and unwavering commitment; and

WHEREAS, Ramsey County recognizes and celebrates the incredible career and legacy of Sue Abderholden on the occasion of her retirement as Executive Director of NAMI Minnesota, and extend our deepest gratitude for her service, her leadership, and her unwavering belief in the dignity and worth of every individual. Now, Therefore, Be It

PROCLAIMED, The Ramsey County Board of Commissioners declares August 12, 2025 as Sue Abderholden Day in Ramsey County in honor of her transformative contributions to mental health advocacy, her exceptional public service, and her steadfast commitment to building a better, more compassionate Minnesota for all.



Rafael Ortega, Board Chair, District 5



Tara Jebens-Singh, Commissioner, District 1



Mary Jo McGuire, Commissioner, District 2



Garrison McMurtrey, Commissioner, District 3



Rena Moran, Commissioner, District 4



Mai Chong Xiong, Commissioner, District 6



Kelly Miller, Commissioner, District 7



Ling Becker, County Manager

# Board of Commissioners

## Request for Board Action

**Item Number:** 2025-296

**Meeting Date:** 8/12/2025

**Sponsor:** County Manager's Office

**Title**

Unclassified Limited Duration Grant Pool

**Recommendation**

1. Approve 20 limited duration positions for use by the County Manager per business needs and funding is available.
2. Authorize the County Manager to allocate to county departments for grant funded opportunities that have limited duration.

**Background and Rationale**

As Ramsey County continues to pursue and secure a growing number of time-limited grant opportunities there is an increasing need for a flexible and responsive workforce infrastructure to effectively implement and manage grant funding.

Grant-funded initiatives often require specialized expertise and capacity that exceed the resources available within existing departmental staffing. To address these challenges and seize time-sensitive opportunities, the creation of a limited duration grant pool of full-time equivalents (FTEs) is both timely and strategic. This pool would serve as a centralized resource of term-limited positions that can be deployed across departments to support specific grant-funded initiatives. This pool will support departments in adding capacity without long-term obligations beyond the life of the grant.

The creation of a limited duration grant FTE pool strengthens Ramsey County's ability to pursue and implement high-impact, externally funded projects while maintaining operational discipline and flexibility. This approach reflects Ramsey County's commitment to innovation, collaboration, and long-term fiscal health.

The County Manager recommends that the 20 limited duration positions be extended as long as there's a business need and funding is available.

Use of the limited duration grant position does not increase departmental FTE complement; all positions must remain within the County Manager's Office grant pool complement.

The County Board may authorize the appointment to the unclassified service of "other employees employed for a limited duration as determined by the county board," in accordance with Minnesota Statutes section 383A.286, subdivision 2(l).

**County Goals** (Check those advanced by Action)

☐ Well-being      ☐ Prosperity      ☐ Opportunity      ☒ Accountability

**Racial Equity Impact**

Establishing a pool of grant-funded FTEs allows the county to be more agile and responsive in addressing persistent disparities and advancing racial equity. This flexible staffing approach enables departments to bring

in specialized talent, support time-limited initiatives, and respond to community needs more quickly than traditional hiring structures often allow. Grant-funded FTEs are a strategic tool that help the county deliver on commitment to building a more just, inclusive, and thriving Ramsey County for all.

**Community Participation Level and Impact**

There is no community engagement associated with this request for board action.

☒ Inform      ☐ Consult      ☐ Involve      ☐ Collaborate      ☐ Empower

**Fiscal Impact**

No new funding is needed for this Request for Board Action. As grant funding is available, this pool of limited duration grant FTEs will be available for departments to loan from and positions will be charged to the appropriate grant.

The County Manager recommends that the 20 limited duration positions be extended as long as there's a business need and funding is available.

Use of the limited duration grant position does not increase departmental FTE complement; all positions must remain within the County Manager's Office grant pool complement.

**Last Previous Action**

None.

**Attachments**

None.

# Board of Commissioners

## Request for Board Action

**Item Number:** 2025-293

**Meeting Date:** 8/12/2025

**Sponsor:** Human Resources

### Title

Salary Schedule and Grade for New Classified Positions - Internal Auditor and Internal Auditor Senior

### Recommendation

Approve the recommended salary of two new job classifications within the Compliance and Ethics Department in accordance with Minnesota Statutes 383A.282.

<u>Job Classification</u>	<u>Schedule</u>	<u>Grade</u>	<u>Annual Salary Schedule</u>
Internal Auditor - Classified	102A	27	\$61,357 - \$92,035
Internal Auditor Senior - Classified	102A	35	\$71,779 - \$107,668

### Background and Rationale

As provided in Minnesota Statute 383A.285, the Chief Human Resources Officer has approved the creation of two new unrepresented job classifications: Internal Auditor and Internal Auditor Senior. The Internal Auditor and Internal Auditor Senior meet the standards and criteria to be placed in the classified service pursuant to Minnesota Statutes 383A.281 - 383A.301.

The new job classifications will be assigned in two functional areas, Internal auditing and Technology auditing. Departments do not conduct their own internal audits according to Internal Audit standards which includes a thorough analysis of processes, risks, and controls. Departments are typically audited by outside agencies. Internal Audit is an independent function that operates as a disinterested party to oversee regulatory and policy compliance. The purpose of the internal audit function is to provide independent, unbiased, and objective assurance and advisory services that add value and improve Ramsey County operations.

The internal audit function enhances and protects the delivery of Ramsey County services by providing risk-based and objective assurance, advice, and insight. The Internal Auditor Senior position is responsible for leading audits. As part of that they will be responsible for creating an audit plan which details interviews, documentation requests, and testing steps that are required. They will be responsible for leading walkthrough meetings to understand processes, analyzing county processes for risks, making recommendations to improve county processes, and ensuring audits are properly documented before being submitted. These classifications are a direct report to the Deputy Director Internal Audit.

Ramsey County is committed to administering a classification and compensation program in a manner that is fair and equitable. Human Resources conducted a comprehensive compensation study while incorporating Talent Priority recommendations for classifications that align with Ramsey County's vision, mission, and goals.

The recommended salaries are in alignment with Ramsey County's core market comparators, job evaluation procedures and policies and compensation policy and practices consider internal equity.

Recommended salary plan placement for the new job classifications:

- Internal Auditor: Salary Plan 102A, Grade 27 \$61,357 - \$92,035 annually/\$24.50 - \$44.25 hourly.
- Internal Auditor Senior: Salary Plan 102A, Grade 35 \$71,779 - \$107,668 annually/\$34.51 - 51.76 hourly.

**County Goals** (Check those advanced by Action)☒ Well-being☒ Prosperity☐ Opportunity☒ Accountability**Racial Equity Impact**

Having a robust internal audit function ensures that issues can be monitored and reviewed in a timely manner. This adds equity across the system. In addition, a lack of processes can lead to subjective decision making. Subjective decision making can often disadvantage already underrepresented groups and could lead to increased favoritism, or nepotism.

**Community Participation Level and Impact**

Each year internal audit will facilitate a risk assessment to identify potentially auditable areas. As part of the risk assessment process, internal audit will work with county leadership to attempt to understand community concerns and whether an audit around those concerns could be beneficial. Internal Audit will ultimately make recommendations to improve processes and provide better services to the community.

☒ Inform☒ Consult☐ Involve☐ Collaborate☐ Empower**Fiscal Impact**

Sufficient funding is available in the 2025 budget for this Request for Board Action.

**Last Previous Action**

None.

**Attachments**

1. Position Description - Internal Auditor
2. Position Description - Internal Auditor Senior

**Job Class Title: Internal Auditor****BASIC FUNCTION:**

To assist with the completion of internal audits within scope, schedule, and quality commitments that will address county wide internal control issues, risk mitigation, and issue resolution; to recommend control improvement opportunities and collaborate with leadership to ensure mitigating actions are properly implemented; to evaluate internal controls to ensure effective operations; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Assist with financial, operational, compliance, and other special audits in accordance with departmental policies, procedures, and stated professional standards.
2. Participate in walkthrough meetings with county employees to understand and thoroughly document county processes, internal controls, and potential process gaps. Document audit findings including overall condition, cause and effect.
3. Complete and document testing results of financial, operational, technology and compliance controls depending on the area of audit.
4. Identify and analyze internal control issues, risks and escalate concerns and offer solutions to audit leadership.
5. Participate in risk assessment activities to create the annual audit plan.
6. Support programs and other special reviews by reviewing documentation and testing processes at the request of the County Board, County Manager, Chief Financial Officer, or Chief Compliance & Ethics Officer.
7. Coordinate and maintain a central audit system for all county departments.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:** None.

**INTERNAL/EXTERNAL RELATIONSHIPS:** Daily meetings with the Deputy Director of Internal Audit; to provide information, give advice, answer questions, and confer on making decisions affecting the internal audit affairs of the county. Daily contact with service team and department management staff to advise and discuss procedures/adjustments, audit processes. Weekly contact with the County Manager's Office, Deputy County Managers, the County Attorney's Office, and department directors or assistant directors to discuss and advise on audit policy and procedure, or results of completed audits, and the status of corrective actions. In coordination with the Deputy Director of Internal Audit, monthly contact with Audit Committee and/or County Commissioners, commissioner assistants, other government agencies, citizen advisory groups, the public and the media to answer internal audit questions. Annual contact with auditors from the Office of the State Auditor and from other state and federal agencies.

**IMPACT ON SERVICES/OPERATIONS:** Duties impact the overall development and administration of Ramsey County audit services. Proper performance plays an important role in optimizing County processes and operations, leading to transparency and enhanced credibility, and creates confidence with residents and stakeholders. The Chief Financial Officer, County Manager and County Board rely on reliable audits for decisions. Failure to provide accurate county financial statements and reports as required by the Office of the State Auditor, major bond rating agencies, and other outside organizations may result in negative audit findings, downgrades to the county's bond ratings, and de-certification of GFOA reporting certificates and awards. Failure to identify and recommend changes can disrupt services, increase costs, and erode the

financial condition of the county. Failure to perform audit duties properly may result in civil liability due to inadequate oversight of federal or state audit requirements. Improper performance could lead to misuse or misallocation of public resources, loss of public trust and support for the county's financial and audit management practices.

**WORK ENVIRONMENT:** Work is performed in a standard office environment.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of governmental accounting, auditing, budgeting, payroll, IT governance, security framework, regulatory requirements and best practices depending on area of audit.
- Knowledge of Internal Audit Standards, professional practices, public sector audit methods, accounting standards and techniques, and risk management strategies.
- Knowledge of the Institute of Internal Auditors (IIA) competency framework for professional performance.
- Knowledge of internal control and risk management frameworks.
- Knowledge in enterprise-wide accounting systems, and software applications.
- Skill in effective written and verbal communication, including advising departments.
- Ability to develop creative alternative strategies and solutions to audit problems.
- Ability to write policies, procedures, memorandums, reports, Requests for Board Action, and presentations.
- Ability to develop and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree in Accounting, Business Administration, Economics, Finance, Public Policy, Public Administration, computer science depending on assignment.

**Experience:** Minimum of one year of professional experience in government budget administration, financial administration, accounting administration, internal or public sector audit, and IT audit, depending on assignment.

**Substitution:** Equivalent combination of education and related experience.

**Certifications/Licensure:** None.

**Job Class Title: Internal Auditor Senior****BASIC FUNCTION:**

Conduct internal audits within scope, schedule, and quality commitments to address county wide internal control issues, create risk mitigation plans; recommend control improvement opportunities in collaboration with leadership to ensure mitigating actions are properly implemented; to evaluate internal controls to ensure effective operations; and to perform related duties as assigned.

**EXAMPLES OF WORK PERFORMED:**

1. Plan, direct, and coordinate complex risk-based financial, operational, compliance, and other special audits of the county's processes and operations aligned with the Institute of Internal Auditors (IIA) professional standards; and properly scope audits to ensure high-level risks are adequately included in the audit program.
2. Create formal audit reports and present those reports to senior management concerning relevant issues and recommendations that improve the effectiveness of operations and help mitigate risk in a concise and effective manner.
3. Lead walkthrough meetings with county employees to obtain an understanding of county processes, internal controls, and potential process gaps.
4. Maintain appropriate project documentation, review audit workpapers, and provide meaningful feedback to audit staff.
5. Prepare and present status meeting materials to ensure county leadership is aware of audit status updates and potential findings.
6. Collaborate with the Deputy Director of Internal Audit to design and implement practices, processes, and tools that further the departments vision and objectives; participate in risk assessment activities; and support programs and special reviews.
7. Create and maintain a central audit system for all county departments that supports departments through external audit and compliance reviews and monitors the implementation of corrective actions.

*(The work assigned to a position in this classification may not include all possible tasks in this description and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)*

**ESSENTIAL FUNCTIONS:** 1, 2, 3, 4, 5, 6, 7.

**SUPERVISOR/MANAGERIAL RESPONSIBILITY:** None.

**INTERNAL/EXTERNAL RELATIONSHIPS:** Daily meetings with the Deputy Director of Internal Audit; to provide information, give advice, answer questions, and confer on making decisions affecting the internal audit affairs of the county. Daily contact with service team and department management staff to advise and discuss procedures/adjustments, audit processes. Weekly contact with the County Manager's Office, Deputy County Managers, the County Attorney's Office, and department directors or assistant directors to discuss and advise on audit policy and procedure, or results of completed audits, and the status of corrective actions. In coordination with the Deputy Director of Internal Audit, monthly contact with Audit Committee and/or County Commissioners, commissioner assistants, other government agencies, citizen advisory groups, the public and the media to answer internal audit questions. Annual contact with auditors from the Office of the State Auditor and from other state and federal agencies.

**IMPACT ON SERVICES/OPERATIONS:** Duties impact the overall development and administration of Ramsey County audit services. Proper performance plays an important role in optimizing County processes and operations, leading to transparency and enhanced credibility, and creates confidence with residents and stakeholders. The Chief Financial Officer, County Manager and County Board rely on reliable audits for

decisions. Failure to provide accurate county financial statements and reports as required by the Office of the State Auditor, major bond rating agencies, and other outside organizations may result in negative audit findings, downgrades to the county's bond ratings, and de-certification of GFOA reporting certificates and awards. Failure to identify and recommend changes can disrupt services, increase costs, and erode the financial condition of the county. Failure to perform audit duties properly may result in civil liability due to inadequate oversight of federal or state audit requirements. Improper performance could lead to misuse or misallocation of public resources, loss of public trust and support for the county's financial and audit management practices.

**WORK ENVIRONMENT:** Work is performed in a standard office environment.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Knowledge of governmental accounting, auditing, budgeting, payroll, IT governance, security framework, regulatory requirements and best practices depending on area of audit.
- Knowledge of Internal Audit Standards, professional practices, public sector audit methods, accounting standards and techniques, and risk management strategies.
- Knowledge of the Institute of Internal Auditors (IIA) competency framework for professional performance.
- Knowledge of internal control and risk management frameworks.
- Knowledge in enterprise-wide accounting systems, and software applications.
- Skill in effective written and verbal communication, and advising departments.
- Ability to train, motivate, and coach professional and support staff.
- Ability to develop alternative strategies and solutions to identified audit problems.
- Ability to write policies, procedures, memorandums, reports, Requests for Board Action, and presentations.
- Ability to develop and maintain effective working relationships.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree in Accounting, Business Administration, Economics, Finance, Public Policy, Public Administration.

**Experience:** Three years of professional experience in government budget administration, financial administration, accounting administration, internal or public sector audit.

**Substitution:** Equivalent combination of education and related experience.

**Certifications/Licensure:** Certified Internal Auditor or must complete within the 12-month probation period.